**Strategic Planning Steering Committee**

**Meeting Notes**

**March 7, 2019**

**Review UPBC Five Strategic Themes**

SPSC members had a brief discussion regarding the UPBC’s identification of five strategic themes. The UPBC met on February 26th to identify the 3-5 highest priority strategic issues before the University, and the group identified the following themes:

1. Increase enrollment and retention

2. Enhance academic excellence

3. Expand community engagement and strategic partnerships

4. Develop and diversify additional funding

5. Build campus climate

SPSC members agreed that these five themes were not surprising choices, considering that, with the exception of “build campus climate,” the themes very closely resemble the Interim Strategic Plan. L. Bigelow responded that the CCSU community is very supportive of the Interim Strategic Plan, and it made sense that the UPBC would adopt similar themes. Members then agreed with the themes, stating that they should be reworded to present a more forward-looking approach.

M. Ceppi confirmed that the above themes would then be expanded upon in the small working groups, where more engaging conversations would take place regarding exactly what each of these themes would look like for the University. Z. Toro agreed that the goals and objectives that tie into each theme will provide a more in depth look at what makes CCSU unique.

Members then agreed that the above themes would be assigned to working groups, who would be asked to do the following:

* Define distinctive elements within the themes;
* Rephrase the themes to make them more unique to CCSU; and,
* Determine how these themes would be operationalized.

**Review Draft Guidance to Working Groups**

The Committee reviewed the draft, and a discussion ensued regarding how to ensure that the working groups would produce useful and measurable information. L. Bigelow suggested the SPSC host a kick-off workshop with the groups to make sure that they received the appropriate amount of guidance to complete their charge. Members agreed. Committee members also agreed that the workshop should be mandatory, and working group members should be made aware of the time commitment related to the project before they agree to participate. Z. Toro noted that the working groups would easily meet five times in the two month timeframe, and M. Ceppi added that he would also have a touch base meeting with all of the groups midway through the process.

**Working Group Membership**

Committee members discussed the membership of the five working groups, noting that the groups should have representation from the schools, administrative offices and various student populations. Z. Toro noted that diversity will also be a factor in group membership. SPSC members agreed to choose approximately seven members for each group, which would also include a chair. Groups would be permitted to invite other CCSU constituents to attend meetings or provide input, if desired.

After some discussion, Committee Members developed the following list of potential working group members:

1. **Increase Enrollment and Retention:** Karissa Peckham (Chair), Ivan Small, Kris Larsen, Justine Gamache, Scott Hazan, Sheri Fafunwa-Ndibe (to replace Robert Wolff), student
2. **Enhance Academic Excellence:**  Jerry Jarrett (Chair), Steve Cohen, Cassandra Broadus-Garcia, Monique Durant, Nidal Al-Mosoud, Kim (Dean), Andres Cintron
3. **Expand Community Engagement:** Nghi Thai (Chair), Kathy Martin, Jessica Hernandez, Cheryl Crespi, Lauren Tafrate, John Patrick, Brian (Athletics), student
4. **Develop Additional Funding:** Chris Galligan (Chair), Carlos Soler, Rick Piotrowski, Christa Sterling, Dan Chase, Jennifer Hedlund, Student, Alumni Board member?
5. **Build Campus Climate:** Michael Jasek (Chair), Fumilayo Showers, Lisa Washko, Jason Melnick, Kate McGrath, Kia Bryan, Denise Chancey, Chief of Police, student

Z. Toro stated that she would reach out to Administrative Affairs and Student affairs for potential members. M. Ceppi stated that once members are chosen, an invitation email would be sent to the individuals, explaining the charge and the time commitment involved. M. Ceppi will work with Janice to draft the email and Susan to get a kick-off workshop date.

**Mission, Vision and Values:**

Members had a short discussion about M. Ceppi’s proposed mission, vision and values, which derived from a discussion in a previous meeting. Several members expressed confusion, stating that the mission statement should not change. Z. Toro replied that the CCSU Mission would not be revised, and M. Ceppi agreed that revising the mission statement is usually detrimental to the strategic planning process.

Committee members agreed that the Senate should be exposed to the drafts of the vision statement and values; however they would not vote on these until September. Z. Toro noted that the CCSU community should also see the statements, so everyone can be familiarized with them and feel they are part of the process.

Z. Toro expressed concern regarding the proposed vision statement, stating that it is not an aspirational statement. The vision should be simple, aspirational and unique to the University. She then asked M. Ceppi to meet with a small group of SPSC members to work on revising the statement.

**Follow Up Tasks**

* SPSC to send suggested edits of Environmental Analysis to M. Ceppi by March 22
* M. Ceppi to revise Environmental Analysis and workgroup draft, and finalize strategic themes document
* SPSC to finalize work group membership
* M. Ceppi to meet with small group of SPSC to discuss vision statement